

Team Meeting

April 25, 2017

5:15 AM

Power Lab

Meeting called by: Team Echo

Attendees: Kristen, Jared, Jacob, Dr. Hess

Type of meeting: Weekly Team Meeting

Minutes

Agenda Item: Design Review – Tech Questions

Discussion:

Discussed the technology to be used to conference call with the ARD to make sure that the call will go as smoothly as possible

Conclusions:

We need to determine whether the IRIC technology supports Google Hangouts interface so we can begin to run through our design review, decide on what mediums are best for each section, and iron out any bugs that might come up on May 4th.

Action Items:	Member Responsible	Deadline
Determine which IRIC Room we're using	Jared	5/1/17
Practice design review/Test technology	Everyone	5/3/17

Agenda Item: Wiki Page

Discussion:

Jared and Kristen will need to know how to take care of the wiki page for second semester. Jacob will also need to finish adding first semester information to the page before it is due.

Conclusions:

The group needs to sit down and go through some other wiki pages and determine how best to display our information, and to gain some knowledge on how the wiki works.

Action Items:	Member Responsible	Deadline
Decide on layout style	Everyone	5/5/17
Transfer wiki knowledge	Everyone	5/5/17

Agenda Item: Record a video of the power systems failure

Discussion:

When discussing medium to be used in the design review, it was brought up that it might be useful to have a video of the system failing to present to our client.

Conclusions:

We need to attempt to energize the system again, and capture a failure on video to present at our design review

Action Items:	Member Responsible	Deadline
Record system failure	Kristen/Jacob	5/3/17
Determine best medium for video presentation	Jared	5/4/17

Agenda Item: Finalize presentation slides

Discussion:

We need to finalize our presentation soon so Hess can critique it and we can revise one last time before having our final presentation

Conclusions:

We need to meet on Thursday to finalize our slides, practice the sections that we will each be presenting, and determine the best medium for specific aspects for each section.

Action Items:	Member Responsible	Deadline
Design Review Finalization	Everyone	4/27/17
